



career opportunity

California Department of Technology

Business Resumption, Emergency Response, Voice Communication
Service Unit/Facility and Administrative Branch/
Administration Division

Staff Information Systems Analyst (Specialist) \$5,166-\$6,793
Final File Date: 1/7/15

Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What You'll Be Doing...

As a Staff Information Systems Analyst (Spec) in the Business Resumption, Emergency Response, Voice Communication Services Unit of Administration Division, you will be responsible for the Department of Technology's (CalTech) Emergency Response, Crisis Management and Business Resumption Programs. The unit coordinates CalTech's response to an emergency, disaster event, and/or interruption of services by implementing the Emergency Response Plan (ERP), Emergency Operating Guide, and Business Resumption Plans (BRP) to ensure staff safety, restore infrastructure, systems and applications that support critical business processes. The unit also manages the Department's voice services and employee and customer emergency communication response programs.

Under the general direction of the Data Processing Manager II, the Staff Information Systems Analyst (Spec) is responsible for the development and implementation of the Department's ERPs, BRPs and CMP. The position supports the coordination of Department emergency preparedness, evacuation drills, tabletop exercises, EOC support, incident management, and crisis management.

For a more complete description of what your daily responsibilities will be, click on this link: [Staff Information Systems Analyst \(Specialist\)](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following knowledge, skills and abilities:

Highly desirable:

Professional certification in:

- Business Continuity Planning
- Information Technology Infrastructure Library (ITIL)
- Project Management

Knowledge of:

- State and Federal laws pertaining to emergency management and continuity of operations/government
- Business and technical writing methodologies
- Research and analytical techniques
- Excellent verbal and written communication
- Presentation and public-speaking skills
- State Emergency Functions
- State Emergency Plan
- Outstanding customer service delivery

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Ann, RPA 14-117
Inquiries: David Nahigian, 916-431-5491

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

If you are not currently in state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Staff Information Systems Analyst (Specialist)** classification. These exams can be accessed at the California Department of Human Resources' website at <http://www.jobs.ca.gov>.

The Fine Print...

Applications will be accepted only from individuals currently at the **Staff Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered.

